



DESIGNEE NEWSLETTER for SEPTEMBER 2009

A quarterly publication designed to serve the Examiner, Designee, and Instructor community.

IN THIS UPDATE

From the Desk of the Manager AFS-640.....	1
Preparing an Acceptable Application to Become a Designee?.....	2
How Does a Designee Get an Answer Fast?	2
Meeting the Administrative DPE Recurrent Training Requirement	3
ODA Training Now Available.....	3
Preparing for the Manufacturing Designee Seminar Post-Test	4

FROM THE DESK OF THE MANAGER AFS-640

Summer is over, and we are heading into fall. Like everything else this time of year, we too are changing. Darrel Woodworth is leaving us and heading to Montana, and Kelly Sweeten is rejoining us back from his time over in the Academy. We will miss Darrel, but we look forward to having Kelly back on our travel team. Dennis Haile finally retired and is now a DAR in the Oklahoma City area. Last time I talked to him, he and his wife were doing well and enjoying retirement. We hired Mitch Morgan from Anchorage, AK to replace Dennis. Mitch comes to us with some real field experience after working in a Design Alteration Station and as a Principal Maintenance Inspector in the Anchorage Office. I had a short detail during the last 4 months that is ending, and I will be able to turn my full attention back to the work that AFS-640 does.

The past year has been challenging for AFS-640 with new requirements to test designees. The testing has gone extremely well, and only a very small percentage of designees have failed the test that we administer. I've received lots of feedback about our seminars, and we are continually trying to improve them and make them more effective. Keep sending in your comments they really do make a difference.

Jay Kitchens

Manager, Designee Standardization Branch, AFS-640

Preparing an Acceptable Application to Become a Designee

Some AFS-600 employees are members of the National Examiner Board (NEB). We review application packages from folks seeking the privilege of acting as a Representative of the Administrator.

The NEB continually rejects applications because applicants overlook certain criteria stated with in FAA Orders. When you make application to the NEB, you must adhere to these criteria. Often, the NEB does not receive enough information on the application to determine if you are eligible. Your strict adherence and attention to detail goes a long way when we review applications.

If you want to make an acceptable application to become a Designee:

- Follow the criteria given in the FAA Orders,
- Ask someone who has made application to the NEB for assistance, or
- Seek guidance from your local managing office.

I hope this information helps you make an acceptable application to become a Representative of the Administrator.

Roger Webb, Aviation Safety Inspector
Designee Standardization Branch, AFS-640

How Does a Designee Get an Answer Fast?

When technical questions arise in the course of a Designee's duties, you need an answer fast. Usually the applicant is standing in front of you at the moment the problem appears. So how do you get an answer fast?

- **Contact your Principal Inspector or your local office focal point; and if you can't reach them, call their supervisor.** Know your regional focal points name and number, and put together a list of local people to call when you need an answer. When you call with an emergency, they aren't trying to figure out who you are. It's as much your responsibility as the FAA's for the relationship that you have. Building that good relationship will go a long way in helping you do your daily duties. Always start at your supervising office. Avoid fishing for the answer you want to hear. This will make sure that the right people are involved with your situation.

- **Reference FAA Order 8900.2, General Aviation Airman Designee Handbook, regarding your questions.** Designees and inspectors can access this order through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. When you call for help, be ready to quote chapter and verse of the area you need help with. Not only will this help you get an answer faster, but it will also shed light on filling policy holes.

Edward Galasso, Aviation Safety Inspector
Designee Standardization Branch, AFS-640

Meeting the Administrative DPE Recurrent Training Requirement

AFS-640 is developing web-based training to meet the requirements of Order 8900.2, chapter 3, paragraph 4, which requires that administrative DPEs (ACR, FIRE, FPE, GIE, MCE, MC/FPE and PPE) attend a recurrent seminar every 36 months.

Until AFS-640 deploys the web-based training, administrative designees can meet the 36-month training requirement by the method contained in the first note in Order 8900.2 chapter 3, paragraph 4. The note states, "Examiners may complete the initial training seminar in lieu of the recurrent training seminar to meet the recurrent training requirement set forth in chapter 3, paragraph 4."

Since Order 8900.2 states that the managing office conducts the initial training for administrative designees, they can re-administer initial training to meet the recurrent training requirement.

When AFS-640 deploys the web-based training, we will provide an update to DPEs in the Designee Newsletter.

Richard Owen, Aviation Safety Inspector
Designee Quality Assurance Branch, AFS-650

ODA Training Now Available

AFS-640, in conjunction with AIR-140, developed a web-based course for ODA administrators, which is available online via AFS-640's Designee Registration System Home Page.

The course is entitled "ODA Applicant Training, Part 1," and covers general ODA principles and procedures. It consists of a Pretest and five lessons on the topics of:

- ODA purpose and background,
- ODA roles, responsibilities, and authority,

- Becoming an ODA,
- Developing a procedures manual, and
- Self-auditing procedures.

The course concludes with a comprehensive Post-Test.

Part 2 of the course will be available in the fall of 2009, and will examine the different types of ODAs in depth.

To access ODA Applicant Training, Part 1, log on to the Designee Registration System Home Page (<https://av-info.faa.gov/DsgReg/default.aspx>). Select either “View Class Schedules” or “Online Seminars.” The cost of the course is \$75.

Dale C. Hansen, Aviation Safety Inspector
Designee Standardization Branch, AFS-640

Preparing for the Manufacturing Designee Seminar Post-Test

AFS-640 conducts designee standardization seminars in accordance with FAA Order VS 1100.2, Managing AVS Delegation Programs. These seminars now include a post-test that each designee must pass in order to “successfully complete” the training requirements of FAA Order 8100.8, Designee Management Handbook.

Many designees asked us, “How do I prepare for the post-test?” We would like to give all manufacturing designees an answer that may reduce the anxiety.

1. Know what functions you have on your Certificate of Authority and the FAA policies that layout the procedures to the properly perform the function on behalf of the Administrator. We call this PREREQUISITE KNOWLEDGE. You should know this prior to coming to a recurrent training class.

EXAMPLE: Function Code 05 for a Designated Manufacturing Inspection Representative (DMIR). The order states the function code:

“Conduct conformity inspections to determine that prototype products and related parts conform to the design specifications.

NOTE: All inspections will be delegated by the managing office. In all instances a complete company inspection of the products and related parts must be completed by the PAH or PAH-approved supplier before submitting for DMIR inspection. In general, a DMIR should not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH or PAH’s approved supplier.”

You can accomplish this function code by properly:

- Communicating with your advisor (before, during, and after) as prescribed by Order 8100.8,
- Following, in DETAIL, the requirements of chapter 5 of FAA Order 8110.4, Type Certification, and
- Following, in DETAIL, the requirements of FAA Order 8130.21, Procedures for Completion & Use Authorized Release Certificate, FAA Form 8130-3, Approval Tag.

We teach this information during the Initial Training; however, it is up to you to stay current and competent on the regulations, policies, and guidance. FAA Order 8100.8, paragraph 701 (j), Compliance with Policy, states in part:

“...the designee must use and implement FAA policy and guidance material (for example, notices, orders, and policy memos) in addition to the regulations and any other special instructions (for example, a memorandum of understanding conveyed by the managing office). In addition, explain to the designee that these policy and guidance materials must be followed and complied with.”

2. Pay attention to the seminar instructors during the presentation. All of the questions come directly from the slides presented. There are no “trick” questions, only straight forward questions from the presented material.

We believe these two steps will help achieve a successful completion of a recurrent seminar and the FAA’s goal for safety. Chances are that if you come to the recurrent training seminar class, having the prerequisite knowledge, you will probably pass the post-test without the training. However, we don’t recommend this.

We’ll see you at the next AFS-640 seminar.

Neal Rice, Aviation Safety Inspector
Designee Standardization Branch, AFS-640
